

# American Embassy, Amman

# Vacancy Announcement

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**ANNOUNCEMENT NUMBER: 12 - 04**

**OPEN TO:** US Citizen Eligible Family Members (USEFMs),  
And US Citizen Members of Household (MOH) – All  
Agencies

**POSITION:** Biometrics Registration Technician

**OPENING DATE:** January 19, 2012

**CLOSING DATE:** February 1, 2012

**WORK HOURS:** Part time 20 Hours per Week (Sunday to Thursday 10:00-14:30)

**SALARY:** \*EFM: Position Grade: FP-8 (DHS Does Not Have FMA  
Authority)

The U.S. Embassy in Amman is seeking an individual for the position of Biometrics Registration Technician for U.S. Citizenship and Immigration Services (USCIS) of the Department of Homeland Security (DHS).

## **BASIC FUNCTION OF POSITION**

The Biometrics Registration Technician registers applicants for refugee status and other immigration benefits by taking electronic fingerprints and photographs and creating, maintaining, and submitting electronic data records. The incumbent also conducts liaison between the USCIS Field Office, International Organization for Migration (IOM), and USCIS Refugee Officers.

## **QUALIFICATIONS REQUIRED**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item as well as supporting documentation.

1. Successful Completion of High School is required.
2. Two years of experience in administrative, governmental, or paraprofessional services are required. Good customer service skills are required.
3. Level 4 (fluent) in oral and written English is required. English proficiency may be tested.
4. Strong working knowledge of Microsoft Office applications including Word and Excel is required. Test will be administered by the HRO if necessary.
5. Must be able to obtain and retain a Public Trust Certification security clearance.

#### **SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must have at least nine months remaining at post from the closing date of the vacancy.
6. The candidate must be able to obtain and retain a Top Secret security clearance.

#### **TO APPLY:**

Interested applicants for this position should submit the following:

1. Application for Federal Employment (DS-174) or
2. A current resume or curriculum vitae that provides the same information as the DS-174, and
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

4. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>.

**SUBMIT APPLICATION TO:**

Human Resources Office

Fax 593 1598

Applications can be submitted electronically through [AmmanEmployment@state.gov](mailto:AmmanEmployment@state.gov).

**DEFINITIONS:**

AEFM:

A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

1. U.S. citizen;
2. Spouse or dependent who is at least age 18;
3. Listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
4. Resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;
5. Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

**CLOSING DATE FOR THIS POSITION: February 1, 2012**

The US Mission in Amman provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.